

KARATINA UNIVERSITY
OFFICE OF THE REGISTRAR
(ACADEMIC AFFAIRS)

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INTERNAL MEMO

From: Registrar (AA)

Ref: 7th September, 2022

To: 2022/2023 First Year Students

Date: KarU/Rg.AA/ 1/Vol. 9

RE: EXTENSION FOR CHANGE OF PROGRAMME IN 2022/2023 ACADEMIC YEAR

The Committee of Deans in its 111th Regular meeting held on **Tuesday; 6th September 2022** resolved to **extend** the period for students to place requests for change of programmes. This is therefore to inform First Year students that they have till **Friday, 9th September 2022** to place requests **in their respective Schools**. Students should submit the following details at their respective Schools:

- 1) **Registration Number;**
- 2) **Student Name;**
- 3) **Current Programme;**
- 4) **Preferred Programme;**
- 5) **KCSE Index Number and;**
- 6) **KUCCPS Login Password** (*This is either KCPE Index Number or Birth Certificate Number*);

Request for change of programme shall **Only be Approved** on the following conditions:

- 1) The student has completed registration to the programme they have been admitted to;
- 2) The student has met **KUCCPS Cluster Points** of the programme he/she seeks to change to;
- 3) The student has met **specific programme Professional Requirements** including; Teachers Service Commission, Kenya Nutrition and Dietetics Institute and Nursing Council and;
- 4) There is a **vacancy in the programme intended to change**.

NB:

- 1) **Students are required to consult their respective Schools to ensure they make requests to programmes they qualify for Change.**
- 2) Results for Change of Programme will be communicated on **Wednesday, 14th September 2022 at the Respective Schools.**
- 3) All students are advised to commence classes in their current programmes till results of their requests are availed on **Wednesday, 14th September 2022.**

Thank you.



Dr. Wangari Gathuthi
Registrar (Academic Affairs)

Cc Vice Chancellor
Deputy Vice Chancellor (ARSA)
Deputy Vice Chancellor (PFA)
Registrar (P&A)
Finance Officer
Deans of Schools
Ag. Director ICT
Senior Assistant Dean of Students
School Administrative Assistants